

POLICY STATEMENT
SITE VISITS (A.R.S. 15-182.E) & REVIEWS (A.R.S. 15-183.I)

What	First Year Site Visit
Why	<ul style="list-style-type: none"> ➤ Board is required to exercise general supervision over the charter schools it sponsors. (A.R.S. 15-182.E.1) ➤ Confirming compliance with various components of Charter Law will support schools in providing a positive instructional environment.
How	By conducting a site visit staff will be able to: <ul style="list-style-type: none"> • Confirm student counts • Verify compliance with fingerprint clearance card/background check procedures • Confirm availability of resumes of current employees who provide instruction. • Review agendas and minutes of governing body for open meeting law compliance. • Review bell schedule for compliance with required instructional hours. • Observe the implementation of the curricular methods described in the charter.
When	During the first half of the school's instructional year.
Who	ASBCS Staff
Where	On location at the school facility.

What	Second Year Curriculum Review
Why	<ul style="list-style-type: none"> ➤ A charter school is required to provide a comprehensive program of instruction. (A.R.S. 15-183.E.3) ➤ Declarations of Curricular and Instructional Alignment have been submitted indicating students have had an opportunity to learn the Arizona Academic Standards. ➤ Confirming the implementation of an instructional program described in the charter and aligned with the articulated academic standards supports schools in providing a positive instructional environment.
How	By conducting an on-site curriculum review staff will be able to: <ul style="list-style-type: none"> • Observe the implementation of the program of instruction described in the charter. • Review instructional materials and student work for alignment to the academic standards. • Confirm the use of an evaluation system that assesses teachers' integration of the standards into their instructional practices.
When	Between November and February of the school's second year of operation.
Who	ASBCS Staff with curriculum development/evaluation and teaching experience.
Where	On location at the school facility.

What	Third Year Site Visit
Why	<ul style="list-style-type: none"> ➤ To be conducted when a year 1 or 2 visit warrant further action. ➤ A charter school is required to provide a comprehensive program of instruction. (A.R.S. 15-183.E.3) ➤ Board is required to exercise general supervision over the charter schools it sponsors. (A.R.S. 15-182.E.1)
How	<ul style="list-style-type: none"> ➤ Collection of appropriate documents for use in confirming compliance with various components of Charter Law and the Charter Contract. ➤ Repeat of the procedures used in a second year curriculum review, as necessary.
When	During the Fall of the school's third year in operation.
Who	ASBCS Staff with appropriate background.
Where	On location at the school facility and at the ASBCS office as appropriate.

What	Five and Ten Year Reviews
Why	➤ A.R.S §15-183(I) requires charter school sponsors to review the charter at five year intervals.
How	➤ School confirms the content of the Compliance Review Document, supplying support materials for revisions as appropriate. ➤ School completes the Collection Document section of the Compliance Review Document. ➤ Observation of the school's operation.
When	During the school's fifth and tenth year of operation.
Who	ASBCS Staff
Where	On location at the school facility and at the ASBCS office as appropriate.

Historical Note:

Effective: November 15, 2004
 Board Approval Date: November 15, 2004
 Revised: N/A